SmartLoving Marriage | Facilitator

Seminar Report

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| **Seminar Statistics & Team** | |  | |
| Date |  | **Venue** |  |
| Facilitators | |  | |
| Presenters | |  | |
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| Chaplain | |  | |
| Host couple | |  | |
| Hospitality Team | |  | |
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| No. couples booked |  | No. couples from Parish |  |
| No. couples attended |  | Any groups attended? |  |

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|  | **Facilitator Notes** (counselling, miracles, challenges, couples leaving, liturgies, outline updates etc) |
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|  | Potential SL Team **(hosts, presenters, prayer, mentors, co- coordinators etc)** |
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|  | **Hospitality & Venue Notes**  (quality, available kitchen resources, suitability of venue) |
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| **Budget** |  |  |  |  |  |
| Income |  | **Subtotals** | **Expenses** |  | Subtotals |
| Registrations ($80) |  |  | Food |  |  |
| Donations |  |  | Couple packs ($20) |  |  |
| Books |  |  | Venue/donation |  |  |
| Other |  |  | Travel/accomm |  |  |
| Total Income |  |  | **Total Expenses** |  |  |
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|  |  |  | **Profit/Loss** | |  |

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| **Checklist** | |
| Return to Coordinator   * Completed surveys * Excess couple packs * Money and receipts * Excess books   Parish & hospitality   * Return keys to parish * Send ‘Thank you’ notes | |
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| MRC to reimburse | |
| Name | **Amount** |
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|  |  |
|  |  |
| Total |  |
|  |  |